

**CONFIDENTIAL**

Registry

5-7402

1 July 1954

MEMORANDUM FOR: Deputy Director (Administration) - 2 (info) ✓  
General Counsel - 1  
Comptroller - 3  
Deputy Director (Intelligence) - 5  
Deputy Director (Plans) - 5  
Assistant Director for Communications - 3  
Assistant Director for Personnel - 5 (info)  
Director of Training - 3  
Inspector General - 1  
Chief of Logistics - 1  
Chief, Medical Staff - 1  
Director of Security - 1

SUBJECT: Regulation [REDACTED] Leave  
(Job #76-DLM)

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1. There is submitted herewith for your concurrence and comment, a revised draft of proposed [REDACTED] Leave.

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2. This draft was prepared by the Office of Personnel and incorporates comments and suggestions received during the previous coordination process. Your particular attention is called to the following:

a. Paragraph 2a(1) lists officials primarily responsible for administration of leave within their respective jurisdictions. Paragraph 2a(2) has been revised to delete the requirement that delegations of authority to subordinate officials must be in writing and copies of each such delegation furnished to the Comptroller and the Assistant Director for Personnel.

b. Paragraphs 5b and 10b(2) have been revised to eliminate the provision that leave without pay granted for the personal convenience of the employee stationed overseas will extend his required period of service to meet the two-year minimum.

c. Paragraph 10d has been revised to require the submission of SF 52 reporting approved LWOP for more than 30 calendar days rather than over 11 calendar days. This paragraph also provides that the Office of Personnel will issue SF 50 (or SF 52 in lieu thereof) for LWOP, or an extension thereof, of more than 30 days. (The Office of Personnel advises that an appropriate change to [REDACTED] will be initiated immediately upon publication of the attached [REDACTED])

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3. In view of previous coordinations and the fact that basic changes reflected in the attached have been discussed with the Offices concerned, a limited number of drafts are attached for final consideration as it does not appear that full recoordination should be necessary.

4. It is requested that your concurrences be recorded on the attached Coordination Sheets and be submitted to this Staff by 15 July 1954.

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Chief, Regulations Control Staff

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TO: REGULATIONS CONTROL STAFF, 126 [REDACTED]

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CONCURRENCE SHEET

PROPOSED ISSUANCE: [REDACTED] Leave  
DRAFT B dated 1 July 1954

CONCUR:

- (a) Substance
- (b) Rescission of regulatory issuances indicated on Draft B
- (c) Classification

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[REDACTED]  
SA/DD/A  
Office

28 July 1954  
Date

(Job # 76-DIM)  
Due: 15 July 1954

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